

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, November 28, 2017 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Chief Deputy Scott Smith; Julie Kolp, Finance Director; Jane Hooper, Clearview Administrator; Sheriff Dale Schmidt; Anthony Brugger, Jail Administrator; Jason Hundt, Deputy Jail Administrator; Tom Polsin, Deputy Jail Administrator; Scott Mittelstadt, Operations Captain

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session minutes of the November 7, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Hooper requested consideration for wage increases for the following positions on the Miscellaneous Wage Scale at Clearview: Medical Directors, Flexi-temp, Food Service Worker Student, Nurse Practitioner, and Hospitality Aide. Hooper verified that the increases were included in the 2018 Budget.

Motion by Duchac to approve, as presented, wage increases for the Medical Directors, Flexi-temp, Food Service Worker Student, Nurse Practitioner, and Hospitality Aide positions on the Miscellaneous Wage Scale effective January 1, 2018. Second by Frohling. Motion carried.

Hinze referenced a draft of a new policy for an Employee Referral Program at Clearview. Hooper provided justification for the policy and stated it has been funded. Hooper noted they would like to implement the policy on a trial basis and will terminate the policy if unsuccessful.

Motion by Duchac to approve the new Employee Referral Program Policy at Clearview. Second by Schmidt. Motion carried.

Hooper presented changes to the current Clearview policies regarding additional shift incentives and attendance incentives in order to provide more flexibility.

Motion by Schmidt to approve the changes, as presented, to the Clearview policies regarding additional shift incentives and attendance incentives. Second by Duchac. Motion carried.

Hinze requested consideration to allow an employee of Clearview to participate in family dental coverage and provided the scenario.

Motion by Greshay to allow the Clearview employee to change from single to family dental insurance coverage and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Hinze stated that Tobian had received an invitation from Costco to provide employees a presentation and/or a free pass for Costco. Tobian provided additional information.

Motion by Schmidt to deny consideration of employee Costco membership incentives. Second by Duchac. Motion carried.

Hinze provided a draft policy regarding 12-hour shift schedules for the Sheriff's Office. Hundt provided specifics of the policy with the intent to initially create four (4) twelve-hour Correctional Officer positions as well as adding the current 12-hour shift Jail Program Officers to the policy.

Motion by Duchac to approve the changes to the Hours of Work – Policy #111 regarding 12-hour shift schedules in the Sheriff's Office. Second by Frohling. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Senior Accountant – L.T.E.	Finance
One (1) Account Clerk III	Human Services
One (1) Clinical Services Intake Worker	Human Services
Two (2) Counselor I, II or III-Children with Disabilities	Human Services
One (1) Dementia Care Specialist	Human Services
One (1) Social Worker I, II or Senior-Child Protective Services	Human Services
Two (2) Community Service Officer	Sheriff
Two (2) Deputy Sheriff – Patrol	Sheriff
One (1) Detective	Sheriff

Motion by Frohling to approve the Personnel Requisitions. Second by Greshay. Motion carried.

Hinze provided definitions of a family member under State and Federal Family and Medical Leave Laws. Hinze provided recommended changes to Sick Leave Policy - #214.

Motion by Schmidt to approve the changes, as presented to Sick Leave Policy - #214. Second by Duchac. Motion carried.

Schmidt excused himself for the discussion of Sheriff and Clerk of Courts salary for 2019-2022 term of office. Hinze stated that Carlson Dettmann conducted reviews of the elected officials and distributed outcomes as well as internal comparisons. Hinze also provided results from the Badger Sheriff's Association 2017 Survey. Hinze stated she would like to obtain similar information for

the Clerk of Courts. There was discussion among the committee members. Mielke stated that the goal is to present a recommendation to the County Board in February.

Mindemann explained that an employee of the Human Services and Health Department requested a continuous unpaid Medical Leave of Absence from 11/03/2017-11/20/2017 with approval to use donated sick time. Mindemann verified there is sufficient medical documentation; however, the employee is not eligible for State and Federal FMLA.

Motion by Greshay to approve the medical leave of absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Mindemann explained that an employee of the Sheriff's Office requested an extension of an unpaid General Leave of Absence from 01/01/2018-06/30/2018. Mindemann verified there is sufficient medical documentation.

Motion by Schmidt to approve the unpaid general leave of absence as presented and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

Mindemann explained that an employee of the Sheriff's Office requested a paid Medical Leave of Absence from 12/06/2017-12/19/2017. Mindemann verified there is sufficient medical documentation; however, the employee is not eligible for State and Federal FMLA.

Motion by Greshay to approve the medical leave of absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Amy M. Ewerdt, HSS Nutrition Transportation-Aging, Human Services; \$24.85, DC08, ST01, 11/27/2017, Jane K. Hilgendorf, Nutrition Site Manager, Human Services, \$11.93, MSC15, ST01, 11/27/2017. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. LIMITED TERM/SEASONAL RE-HIRE – None. REHIRE: None. RECLASSIFICATION – None. STEP INCREASE – Gordy D. Arneson, State Patrol – East, Highway, \$23.06, DC04, ST14A, 11/20/2017; Joel A. Bischoff, Equipment Operator – East, Highway, \$23.83, DC05, ST10B, 11/16/2017; Lawrence A. Brewer, Foreman – West, Highway, \$26.81, DC07, ST07B, 11/28/2017; Theodore W. Durant, Utility II / Truck Driver – West, Highway, \$18.94, DC04, ST05, 11/23/2017; David W. Fude, Sign Shop Technician, Highway, \$23.56, DC05, ST10A, 11/27/2017; Peter T. Gillis, Mechanic, Highway, \$24.21, DC06, ST07A, 11/14/2017; Steven H. Nummendor, State Patrol – West, Highway, \$23.31, DC04, ST14B, 12/09/2017; Tonia Mindemann, Asst. Human Resource Director, Human Resources, \$30.42, DC10, ST03, 11/3/2017; Aubrey D. Fleischer, RN Case Manager – Mental Health, Human Services, \$28.40, DC08, ST06, 11/16/2017; Ashley R. Hartman, Social Worker II CPS Ongoing, Human Services, \$25.51, DC07, ST05, 11/29/2017; Dawn Learned, Communications Officer, Sheriff, \$25.16, DC05, ST12B – back pay due, 10/16/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

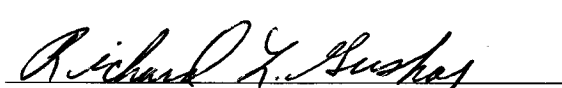
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- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.
- b) Hinze updated the Committee that they are working with an Independent Hearing Officer to establish a hearing date regarding the grievance from an employee who was terminated.

Future Agenda Items: Elected Official salary recommendations

It was the consensus of the Committee to schedule next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, December 19, 2017 at 9:00 a.m.** which will be held in room 4C of the Administrative Building., **Tuesday, January 9, 2018 at 9:00 a.m. as a joint meeting with Finance Committee** which will be held in room 1H & 1I of the Administrative Building, and **Tuesday, January 23, 2018 at 9:00 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 10:12 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.